

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY

SUBJECT: Youth Transportation Policy – Transportation Employees
NUMBER: RF-1-05 (Residential Facilities)
APPLICABLE TO: Programs – Residential Services Employee
EFFECTIVE DATE: September 12, 2005

Approved: “/s/signature on original copy”
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) shall transport youth in a safe and secure manner that ensures control and safeguarding of youth under the jurisdiction of DJS. Employees who transport youth shall receive training in the techniques of youth transportation and shall obey all traffic laws to reduce the risk of escape or harm to youth, employees or the public during the transportation of youth.
2. **AUTHORITY.** Annotated Code of Maryland, Article 83C, §§ 2-104; 2-117; 2-118 and 2-126.
3. **DEFINITIONS.**
 - a. *Crisis Prevention Management (CPM)* means the Department's authorized behavior control techniques.
 - b. *Mechanical Restraint* means devices such as handcuffs or wristlets, chains or anklets, soft restraints, or any other approved device used to limit the movement of the youths' body.
 - c. *Secure Transportation* means the transportation of youth from one secure facility to another secure facility, from a non-secure placement to a secure facility setting; and to and from a secure facility for outside appointments.
 - d. *Specialized transports* means any trip pursuant to Interstate Compact, the transporting of youth from one residential facility or program to another residential facility or program, or the transporting of a youth to a placement interview, view a body, or attend the funeral of a parent, guardian or grandparent.
4. **PROCEDURES.**
 - a. **General Procedures.**
 - (1) Employees transporting youth shall have a valid driver's license.
 - (2) Employees shall complete the 4 hour Driver Improvement Training program as part of their entry-level training.

- (3) Employees shall complete the Driver Training Programs prescribed by the Department's Fleet Safety Coordinator prior to operating a State vehicle or transporting youth.
- (4) Employees who transport youth shall complete a "refresher" Driver Training course every 2 years.
- (5) DJS Youth Transportation Officers shall complete "Secure Transportation Protocols" training in addition to the requirements specified in 4.(a)(3).
- (6) Transportation Officers shall not transport a youth of the opposite sex unless:
 - (i) Accompanied by a Transportation Officer of the same sex as the youth, or
 - (ii) He obtains approval from the Transportation Administrator.

b. Requirements for Transporting Youth.

- (1) All occupants shall wear occupant restraint devices/seatbelts whenever the vehicle is being operated.
- (2) Employees using vehicles shall comply with the requirements of the Department of Budget and Management (DBM) and with the DJS policy governing **State Vehicles**.
- (3) Employees shall not handcuff youth to any object in the vehicle.
- (4) Transportation officers shall not transport more than 9 individuals in a 15 passenger van. The 9 individuals shall consist of 2 transportation officers and 7 youth.
- (5) The number of youth transported in a van at one time for any purpose shall not exceed 7 except when:
 - (i) Necessary for emergency evacuation; or
 - (ii) Approved by the Transportation Administrator.
- (6) DJS Transportation Officers shall transport youth's personal property in accordance with the DJS policy governing **Personal Property Care and Disposition**.

c. Transportation of Medicine.

- (1) DJS Transportation Officers shall transport medication for youth in need of medication while being transported from one destination to another or who have medication that must accompany them in the transfer from one DJS facility to another.

- (2) The medication shall be placed in a tamper proof security envelope by the nurse from the sending facility.
- (3) The tamper proof security envelope containing the medication shall be given directly to the DJS Transportation Officer and placed in the secured locked box dedicated to the transporting of medication in the transportation vehicle.
- (4) All secured, locked medication boxes shall be keyed alike.
- (5) The DJS Transportation Officer and the nursing department in each DJS facility Health Care Unit shall have a key to the lock.
- (6) Upon arrival at the receiving facility, the DJS Transportation Officer shall remove the secured locked box from the transportation vehicle and take it to the Health Care Unit to be received by the nurse on duty.
- (7) If there is no nurse on duty the DJS Transportation Officer shall unlock the box and give the unopened tamper proof security envelope to the DJS Facility Intake Officer. The Facility Intake Officer will secure the tamper proof security envelope in an area, which shall be designed at each facility, to be received by the nurse upon their return to duty.

d. Record Keeping and Tracking.

(1) Requests for Routine Transports.

- (i) Request for transports by DJS Youth Transportation Officers shall be submitted in writing on a completed ***Transportation Request (Appendix 1)***.
- (ii) A person submitting a written **Transportation Request** shall forward the request to the Transportation Administrator for approval 3 working days prior to transport.
- (iii) The Transportation Administrator or the Transportation Administrator's designee shall approve or disapprove the **Transportation Request** within 24 hours of receipt.
- (iv) If the Assistant Secretary of Residential Services or the Transportation Administration disapproves the **Transportation Request**, the Transportation Administrator shall immediately notify the Area Director and the requestor, and return the form to the appropriate Area Director.
- (v) If the Transportation Administrator or Transportation Administrator's designee approves the **Transportation Request**, the form shall be forwarded to the DJS Youth Transportation Officer Supervisor.
- (vi) DJS Youth Transportation Officers shall use handcuffs, shackles, waist chains and black box with padlock when conducting a transport.

(2) Request for Specialized Transportation.

- (i) An Area Director or an Area Director's designee shall submit each request for a specialized transport on a ***Transfer Request Alert (Appendix 2)*** to the Transportation Administrator 7 business days prior to the transport.
- (ii) Request for transports of youth by DJS Youth Transportation Officers shall be granted on a case by case basis, based on the availability of transportation employees, urgency of need, and security level of youth.
- (iii) The Transportation Administrator or the Transportation Administrator's designee shall review each **Transfer Request Alert** for transport within 72 hours of receipt.
- (iv) If the Transportation Administrator or Transportation Administrator's designee disapproves the **Transfer Request Alert**, the form shall be marked as disapproved and returned to the appropriate Area Director, and the Transportation Administrator or Transportation Administrator's designee shall immediately notify the Area Director and the requestor.
- (v) If the Transportation Administrator or Transportation Administrator' designee approves the **Transfer Request Alert**, the form shall be marked as approved and forwarded to the DJS Youth Transportation Officer Supervisor and the receiving facility.
- (vi) The Transportation Administrator shall complete a ***Transportation Itinerary Form (Appendix 3)*** for out of state transports.
- (vii) The assigned DJS Case Management Specialist may be required to accompany a Transportation Officer(s) during a specialized transport.
- (viii) DJS Youth Transportation Officers shall not use mechanical restraints when transporting a youth to an interview or an appointment **unless** the youth is a danger to self or others, or at risk for running away or escape.
- (ix) The DJS Youth Transportation Officer upon arrival at an airport, train station or bus terminal shall contact the head of security at the airport, train station or bus terminal to advise of his presence.

e. Arriving at a Facility. Transportation and residential employees shall:

- (1)** Perform a visual scan to observe youth for any physical injuries and notify the DJS Youth Transportation Officer Supervisor of any injuries observed.
- (2)** Perform a visual scan and confirm that handcuffs and leg irons are securely attached to the youth's wrists and ankles prior to removing the youth from the transportation vehicle.
- (3)** Maintain youth in the transportation vehicle and not open the door if any youth is observed with restraints off.

- (4) Immediately seek assistance, or notify law enforcement officials as applicable, if a youth has loosened a restraint.

f. Departure from a facility.

(1) Residential employees shall:

- (i) Check to see that the youth has been thoroughly searched, including checking the youth's mouth to ensure the absence of contraband, such as handcuff keys;
- (ii) Confirm that handcuffs and leg irons are securely attached to the youth's wrists and ankles with keyholes pointing inward for handcuffs, and keyholes pointing downward for leg irons; and
- (iii) Confirm that handcuffs and leg irons are double locked and there is 1 finger width between the youth's wrist and the handcuff and 2 finger widths between the youth's leg and the leg iron. In addition, employees shall follow the "Operating Procedures Restraint Devices" established by the Assistant Secretary of Residential Services.

(2) Transportation employees shall:

- (i) Conduct a visual scan of the transportation vehicle's roof and underside before exiting the facility.
- (ii) Conduct a visual scan to observe youth for any physical injuries and notify the DJS Youth Transportation Officer Supervisor of any injuries observed.
- (iii) Obtain treatment for any youth who is injured.
- (iv) Maintain direct supervision, and continuously observe youth during transport;
- (v) Not leave youth unsupervised during transport;
- (vi) Not open the door if any youth is observed with a restraint off;
- (vii) Perform a visual scan prior to removing the youth from the transportation vehicle to ensure that restraint devices have not been removed by a youth;
- (viii) Immediately seek assistance, or where appropriate, notify law enforcement officials, if a youth has loosened a restraint.
- (ix) Maintain direct supervision, and continuously observe youth during transport;
- (x) Not engage in conduct that:
 - (a) Injures another person;
 - (b) Causes damage to property; or
 - (c) Threatens the safety of the workplace; and
- (xi) Not engage in careless conduct or excessive force in the treatment or care of an individual who is a client, or any individual who is in the care or custody of this State.

g. Runaway Attempts and Escapes.

- (1)** If a youth attempts to run away or indicates an intention to run away, the transporting employee shall immediately:
 - (i) Attempt to utilize Crisis Prevention Management (CPM) techniques to prevent a runaway or escapes;
 - (ii) Attempt to apprehend the youth, if apprehension does not present a risk;
 - (iii) Notify the youth's Case Management Specialist; and
 - (iv) Complete an incident report in accordance with the DJS policy governing **Incident Reporting**.

- (2)** When a youth escapes, the transporting employee shall immediately:
 - (i) Maintain direct supervision of the group when transporting more than 2 youth;
 - (ii) Notify local or State Police of the escape if the youth is not apprehended, and obtain a police report number;
 - (iii) Notify a DJS Youth Transportation Officer Supervisor or DJS Youth Transportation Officer Lead, or appropriate DJS employee in the Residential Services' chain of command;
 - (iv) Notify the youth's Case Management Specialist;
 - (v) Complete and submit an incident report in accordance with the DJS policy governing **Incident Reporting**; and
 - (vi) Return all orders and other paperwork to the Transportation Administrator or the Transportation Administrator's designee.

5. DIRECTIVES/POLICIES AFFECTED.

- | | | |
|-----------|---------------------------------|---|
| a. | Directives/Policies Rescinded - | None. |
| b. | Directives Referenced | (01.01.08) State Vehicle Fleet Policy
(RF-1-03) Personal Property Care and Disposition.
(MGMT-2-01) Incident Reporting Policy. |

6. FAILURE TO COMPLY.

Failure to obey a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – 3

1. Transportation Request
2. Transfer Request Alert
3. Transportation Itinerary Form

TRANSPORTATION REQUEST

Request Must Be Completed at Least 72 Hours in Advance

Transportation is requested for:

DAY: _____ DATE: _____

NAME	DOB	COURT TIME

CHARGES(S) REASON

PLEASE ARRANGE TRANSPORTATION OF THE ABOVE NAMED JUVENILE

FROM: ☐ Noyes Children's Center ☐ Maryland Youth Centers
☐ Charles H. Hickey School ☐ Waxter Children's Center
☐ Cheltenham Youth Facility ☐ J. De Weese Carter Center
☐ Other: _____

TO: ☐ Juvenile Lockup
 Other: _____

Memo:

Requested By: _____ Date: _____

**Department of Juvenile Justice
Residential Services Division
Transfer Request Alert**

Date: _____
ASSIST#: _____

To: Assistant Secretary, Residential Services

From: _____ **Facility:** _____

Subject: Transfer Request **Transfer to:** _____
(Headquarters Use Only)

Date: _____

Client: _____ **DOB:** _____ **Charge(s):** _____

Community Justice Worker: _____ **DOA (Date of Arrival):** _____

Jurisdiction: _____ **Status:** _____

Problem Area	Yes	None Known	Attachment Supporting Documents	Comments
MENTAL HEALTH (Signature) _____				
Suicidal Ideations				
Suicide Attempts				
Psychiatric Admissions				
Psychotropic Medications				
MEDICAL (Signature) _____				
Allergies				
Illnesses				
Prescriptions				
O.T. C. Medications				
BEHAVIOR (Signature) _____				
Passive				
Assaultive				
Vulnerable				
Prior Infractions – Minor				
Prior Infractions – Major				
Attempted Escape				
Prior Escape				
Walk-off				
LEGAL (Signature) _____				
Detainers				
Pending Charges				
ADDICTION/SUBSTANCE ABUSE ISSUES (Signature) _____				

CDS/Alcohol/ Inhalants				
OTHER (S) (Signature)				
Population Control, Facility Risk, Evaluation Scheduled, P/P Interview, CTR Hearing, etc.				

Reason(s) for transfer request:

Briefly explain what the facility has done to correct this behavior/issue:

SPECIAL CONDITIONS

Housing: Single Room: () N/A: ()

Suicide Status: Level 1: () Level 2: () Level 3: () N/A: ()
 (Precaution) (Warning) (Alert)

Other:

Notifications: Parent or Guardian () Case Manager () Area Director ()

For Official Use Only	ADDITIONAL COMMENTS
Approved () Disapproved ()	
Appropriate Reassignment Program	
Signature:	
_____ (Asst. Secretary or Designee)	
Date:	
Reviewed by:	
Date:	
Transportation Arrangement Complete	
Yes () No ()	
Receiving Facility Notified	
Yes () No ()	
Date:	
Person:	
Sending Program:	
Notified of Approval () Disapproval ()	
Date:	
Person:	

**Department of Juvenile Services
Residential Services – Transportation Unit**

Transport Itinerary Form

Purpose of Transport:

Youth's Name

D.O.B:

ASSIST #:

Case Management Specialist:

Destination:

To:

From:

Date of Transport:

Time:

Staff Involved (Name(s) and Telephone number(s)):

DJS Headquarters Contact Person:

DJS Youth Transportation Officer(s):

Contact at Discharging Facility:

Contact Person at Destination:

Any other individual(s) involved:

Special Instructions:

Restraints: (If restraints are used, indicate type used)

Gas Card required:

☐

Yes

☐

No

Overnight Stay (lodging required):

☐

Yes

☐

No

Funding required:

☐☐

Attachments:

c:



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

SUBJECT: Youth Transportation – Transportation Employees
POLICY NUMBER: RF-1-05 (Residential Facilities)
EFFECTIVE DATE: September 12, 2005

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)